



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 3500.23C
OP-111D3
27 MAY 1987

OPNAV INSTRUCTION 3500.23C

From: Chief of Naval Operations

Subj: ASSEMBLY, ORGANIZATION, AND TRAINING OF CREWS FOR THE
COMMISSIONING OF U. S. NAVY SHIPS

Ref: (a) OPNAVINST 4950.1H (NOTAL)
(b) OPNAVINST 1500.8M (NOTAL)
(c) OPNAVINST 1000.16F (NOTAL)
(d) OPNAVINST 1500.2F (NOTAL)
(e) NAVCOMPT Manual, Paragraph 075148
(f) OPNAVINST 4700.8G (NOTAL)
(g) OPNAVINST 9080.3F (NOTAL)
(h) OPNAVINST 9030.2G (NOTAL)
(i) Navy Regulations (Article 0756)

Encl: (1) Definitions of Terms
(2) Increment Phasing
(3) Scheduling
(4) Responsibilities

1. Purpose. To update policy and assign responsibilities related to precommissioning training for the crews of U. S. Navy ships. The same procedures will be used in time of national emergency. Enclosure (1) contains a list of definitions of terms used in this instruction. The recommended guidelines for increment phasing are set forth in enclosure (2). Enclosure (3) contains amplifying information concerning personnel scheduling to ensure precommissioning training is complete. Precommissioning training for foreign crews of ships to be provided to foreign governments is conducted following reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 3500.23B.

3. Requirements. Precommissioning training will be provided for the personnel of each ship being activated, converted, constructed, or modernized.

4. Nature of Training. Individual training of personnel in nucleus and balance crews will be provided on a qualitative, as well as quantitative, basis to ensure ships are manned with the required skills. The time period for group and team training of

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balance crews will vary from 4 to 12 weeks, depending on the ship type. The training of members of the nucleus crew normally will be of much greater length and will depend on the specific skill needs of the individuals and the command.

5. Planning. A Navy Training Plan (NTP) for each new class of ships and a Crew Scheduling and Phasing Plan (CSPP) for each ship requiring precommissioning training will be prepared following reference (b). The Preliminary Ship Manning Document (PSMD) will be prepared following reference (c). Implementation of the plans will be coordinated by the Systems Commanders until commissioning date. For this purpose, the ship is considered a "system" and the NTP is prepared to provide for the training of personnel to man the system. The CSPP will identify the precommissioning training for each member of the crew. The CSPP will reflect training requirements for nucleus and balance crew personnel by billet. It will also include recommended factory training as per reference (d). Using the CSPP as a guideline, personnel will be ordered to the ship in accordance with fleet manning directives. Personnel will receive all required NEC, factory, and team training. Supplementary training will be provided at the Fleet Training Center to which the precommissioning crew is assigned. Any additional training requested will be provided subject to the availability of funds.

6. Funding. The financial responsibility for the training and instruction of military personnel is contained in reference (e). Other funding responsibilities will be carried out by commands per current applicable directives.

7. Action. Addressees will take action necessary to carry out responsibilities as set forth in enclosure (4).



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DEFINITIONS OF TERMS

1. Balance Crew. The remainder of the ship's force (those not part of the nucleus crew) reports for temporary duty at a designated training center. Prior to commissioning, the balance crew is assembled at a training activity or the building, conversion, activation, or acquisition site for organization, group and team training, and any individual training which may be necessary. Balance crew training should include key members of the nucleus crew whenever feasible.

2. Nucleus Crew. The nucleus crew is selected experienced or specialized officer and enlisted personnel ordered to or near the building, modernization or conversion shipyard, reactivation activity, acquisition site or other special activity. The nucleus crew, under the direction of the prospective commanding officer (PCO), will be responsible for developing and implementing the ship's loadout program and conducting on-site training in preparation for delivery, Light Off Exam (LOE) initial crew certification, and sailaway. The nucleus crew may consist of one or more increment(s) in the following general pattern:

a. Increment One. Personnel required to observe and monitor the installation and check out of their respective systems. These systems may be of two general types: first, those with long, highly specialized, individual and team training periods as with a nuclear power plant; and second, those systems for which development is concurrent with the shipbuilding cycle and for which the development, testing, training and installation time frames are concurrent.

b. Increment Two. Personnel who receive individual operator and maintenance training enroute to and while on board the ship prior to commissioning and report aboard to form the nucleus of the ship's personnel organization.

3. Precommissioning Detachment. All ships personnel assigned to the builder's yard.

4. Precommissioning Training. Precommissioning training is the process of assembling, organizing and training the officers and enlisted personnel comprising the crews of ships and other waterborne craft being placed in commission or in service. Included in this training are preparation for commissioning the ship, LOE, initial crew certification, dockside trials, fast cruise, underway trials, readiness for sea period, qualification trials and special tests, and the shakedown period, as conducted following references (f), (g) and (h). This training consists

Enclosure (1)

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of individual, group and team training, school and on-site, required in connection with new equipments and systems being installed and new capabilities or characteristics being incorporated. It also includes individual, group and team training required to perform watch, quarter, and station duties. Training on general military matters is included, as is other training determined necessary by the Fleet Commander in Chief to whom the ship will report for operations.

5. Precommissioning Unit. The precommissioning unit will consist of various support personnel who will arrange for balance crew billeting, office space, and precommissioning pay and messing support. Additional duties will include screening medical and personnel records of arriving crew members and arranging for class quotas as required by the CSPP and the Type Commander Master Training Plan.

INCREMENT PHASING

Listed here are recommended phasing timelines to be used for initial planning. Each new construction program must be evaluated separately and the final crew phasing and increment makeup should reflect OPNAV, Fleet and System Command inputs through the Navy Training Plan process. This will allow for flexibility to accommodate differences in mission capability, training availability and fiscal constraints. The foremost goal will be to man the nucleus crew at the minimum level necessary to ensure successful fleet introduction of new construction or reactivation ships.

Nucleus Crew
Increment One

Receives 2 months of precom training at ETC and reports to the builder's yard 4 to 7 months prior to delivery.

Increment Two

Receives 2 months of precom training at ETC and reports to the builder's yard 2 to 4 months prior to delivery.

Precom Unit

Arrive at precom training site with nucleus one personnel. Report to builder's yard with balance crew.

Balance Crew

Receives 2 months of precom training at ETC and reports to the builder's yard 2 to 4 months prior to delivery.

NOTE: Submarine and nuclear power trained pre-commissioning crews will report directly to the builder's yard.

Enclosure (2)

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SCHEDULING

1. Personnel will be scheduled for precommissioning training as required so that the crew will be available to the PCO to meet the requirements of references (f) through (i). All personnel of the crew will have completed precommissioning training as appropriate prior to crew certification for fast cruise for ships requiring such certification and prior to the commissioning date for all other types. Training of personnel necessary for the operation of nuclear power propulsion plants will be scheduled for completion prior to the date manning is required to operate the plant or conduct dockside testing.
2. Manpower authorization and subsequent personnel assignment must precede the commissioning date in order to allow for required special or general training. Manpower authorizations should be issued 12 to 14 months prior to the Precom Unit reporting date. Ships under construction, conversion, and reactivation will be manned following fleet manning levels except in those areas where priority manning has been authorized by CNO.
3. Because precommissioning training requires a long lead time when detailing the crew, project key event schedule changes must be announced as soon as possible. Accordingly, subject to contractual restrictions, any slippage or advance in schedule which affects the provisions of the NTP must be officially issued to all concerned as soon as the change is confirmed.

Enclosure (3)

RESPONSIBILITIES

1. Chief of Naval Operations. Deputy Chiefs of Naval Operations and Directors of Major Staff Offices within their areas of cognizance will:

a. State governing policy and provide procedural guidance and planning factors for precommissioning training.

b. Validate manning requirements based on the configuration list provided by the Systems Commanders. Approve and issue PSMDs submitted by the Systems Commanders, per reference (c). Develop and issue the Ship Manpower Documents (SMD) as specified by reference (c). Issue manpower authorizations within the time frame indicated in enclosure (2).

c. Approve and issue the NTP and CSPP for the ship.

d. Assign new homeports for each ship 18 months prior to commissioning to facilitate crew detailing.

2. Systems Commanders

a. Prepare detailed documentation of the planned configuration describing every system to be installed down to the "mark" and "mod" number and/or manufacturer's nomenclature for every major piece of equipment.

b. Develop and provide to CNO a draft PSMD following reference (c).

c. Advise CNO and all others concerned of slippages or advances in ship delivery dates, in order to conduct proper manpower planning.

d. Direct application of the policies and procedures of reference (b) by the cognizant project manager for each ship activation, conversion, construction, modernization, and acquisition.

e. Prepare an NTP for the total ship and a CSPP for each crew requiring precommissioning training following reference (b).

f. Provide factory training for new equipment and systems on the ship following reference (d) for personnel of nucleus and balance crews as needed. This instruction by vendor representatives may take place at the vendor's plant, at a Navy school, or on a Navy ship or shore station.

Enclosure (4)

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g. Provide on-site training for personnel of nucleus crews as necessary to familiarize the nucleus crew with the specific shipboard installation and to ensure capability to monitor and inspect installation and operation of equipments and systems. This should include access to the ship for hands on system training and observation of equipment tests and operation following Navy approved operating procedures.

h. Provide instructional material and services as required by the NTP.

i. Provide consulting services and assistance commensurate with the size and complexity of the ship to the prospective commanding officer in the management of material resources, and other matters as required in preparation to operate the ship.

j. Schedule time during the shipyard period for crew training aboard ship to ensure personnel have attained an adequate level of readiness for completion of the LOE and initial crew certification and to guarantee the safety of the ship during fast cruise and underway trials.

k. Provide to the cognizant Supervisor of Shipbuilding or shipyard commander requirements for office space and office equipment for use by the nucleus crew.

3. Chief of Naval Education and Training (CNET)

a. Identify for inclusion in the NTP the recommended training, training materials, and services necessary to prepare personnel for assignment to nucleus and balance crews.

b. Provide for the Fleet Commanders in Chief to conduct precommissioning training at training activities commanded by the Commander, Training Command, U. S. Pacific Fleet and Commander, Training Command, U. S. Atlantic Fleet and to prepare and maintain instructional materials for precommissioning training.

4. Commander, Naval Military Personnel Command (COMNAVMILPERS-COM)

a. Personnel assigned to ships under construction, conversion, and reactivation are detailed by COMNAVMILPERSCOM, except non-rated/non-designated personnel who are assigned by the Enlisted Personnel Management Center (EPMAC). Provide NEC, factory, team and precom training to qualify personnel for assignments so that ships are manned with the required skills

established in the applicable manpower authorization. This should be accomplished using the CSPP as a guideline and following fleet manning directives.

b. Modify enlisted transfer orders to provide for additional individual factory, on site, service school, or special training subsequent to crew reporting and prior to commissioning as funded by the appropriate Fleet Commander in Chief.

c. Order PCOs to the cognizant type commander for temporary duty as appropriate and for temporary additional duty to the appropriate base commander. (Cognizant type commander will be the reporting senior.)

d. Screen COMNAVMILPERSCOM records of all rated/designated personnel to ensure they meet the quality requirements for reactivation or new construction duty prior to issuing orders to the Precommissioning Unit.

5. Fleet Commanders in Chief

a. Provide precommissioning training requirements to the CNO and CNET.

b. Coordinate with Type Commander to provide fleet participation in the development of NTPs for precommissioning training following reference (b).

c. Prepare and maintain instructional materials for precommissioning training as well as modifications necessary to adjust to specific requirements.

d. Provide to PCOs the documentation necessary for organization, administration, and training of nucleus and balance crews.

e. Provide assistance in management, organization, and training of crews for ships requiring such support during the precommissioning period, subject to availability of resources for this purpose.

f. Assure that documents governing training requirements for the type ship reach the PCO not less than 4 months prior to commissioning.

g. Fund as necessary per diem, transportation, and miscellaneous expenses associated with individual, group, and team precommissioning training not identified in the NTP or included with the permanent change of station orders.

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h. Evaluate whether precommissioning training has been adequate to prepare the crew for LOE, initial crew certification, fast cruise, underway trials, and shakedown training, and recommend additional training which may be necessary. Fast cruise should not commence until the crew is organized, adequately trained, and ready for sea.

i. Provide and maintain for use by the PCOs a handbook describing procedures for planning for and accomplishing the assembly, organization, and training of the crew.

j. Coordinate actions to provide berthing and messing facilities, office space, transportation, disbursing, and other services for personnel of the precommissioning detail.

6. Chief of Naval Reserve

a. Identify the consulting services and other assistance which will be made available by Naval Reserve personnel on active duty for training or temporary active duty in connection with ships or craft requiring such services. Provide training for Naval Reserve personnel on duties of this nature.

b. For ships being transferred to the Naval Reserve Force (NRF):

(1) Establish Naval Reserve Units 2 years before the transfer;

(2) Develop Reserve Billet Training Plans for the NRF crews;

(3) Develop Indoctrination Prearrival/Replacement Crew Training Booklets for the NRF crews.

7. Prospective Commanding Officers

a. Because of multiple responsibilities in addition to precommissioning training, the PCO may require assistance to manage personnel and to organize and train the crew. To the extent that resources permit, consultation and assisting services may be provided by Fleet Introduction Teams (FIT), personnel on temporary additional duty, and Naval Reserve personnel on active duty for training or temporary active duty. The specific services to be provided and sources will be stated in the NTP.

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b. Ensure that the nucleus crew is properly organized and trained per reference (f).

c. Assemble and organize the nucleus and balance crews and, to the extent authorized and funded by the cognizant Fleet Commander in Chief, interchange personnel between on board nucleus and balance crews as necessary to optimize their training and utilization.

d. Identify training which may be necessary beyond that provided or planned, make recommendations to the Systems Commanders and appropriate Fleet Commander in Chief for changes to the NTP as considered necessary, and to the extent authorized and funded by the cognizant Fleet Commander in Chief, obtain the additional training required.

e. Screen local records of personnel reporting to the Precommissioning Unit to ensure they meet the quality requirements for new construction duty. Inform COMNAVMILPERSCOM and EPMAC in cases where individuals do not meet the requirements of new construction duty and request that those individuals be disqualified from such duty.